

CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIPC)

Minutes for September 9, 2009

Present: CIP Members: Chairman David Weaver, Mary Ellen Fitzgerald, Becky Warren, Larry Beck, Cynde Hertzog and Commission Liaison Joe Skinner. Staff: Grants and Projects Administrator Larry Watson, County Administrator Earl Mathers and Commission Assistant Glenda Howze.

The meeting was called to order at 7:37 AM in the Courthouse Community Room.

Public Comment: There was no public comment on matters not on the agenda.

Approval of Minutes of May 13, 2009 and [Notes] from June 24, 2009 (no quorum): Ms. Fitzgerald made a motion to approve the minutes of May 13, 2009 as written. Ms. Hertzog seconded the motion. All voted aye. Motion carried unanimously. The notes of June 24, 2009 were approved as written.

Approval of Revised Ranking Criteria: Discussion took place regarding the ranking criteria (definitions). The header paragraph, last sentence, was modified to say "Each criterion may only score within the scale indicated below for each category and may not exceed the maximum or minimum." The committee also requested that Ms. Howze be sure and change the point ranges on the spreadsheet as well. Ms. Fitzgerald made a motion to accept the new definition and the document as revised and discussed. Ms. Hertzog seconded the motion. All voted aye. Motion carried unanimously.

Approval of Revised Review Team Responsibilities Document: The committee agreed that they would like the Review Team to hold a mandatory meeting with each applicant prior to the applications being submitted and then if necessary a second meeting after if there are things missing. Ms. Hertzog asked that the review committee also be diligent about assisting the applicant in determining future, ongoing costs such as maintenance fees, additional operating costs, etc., as this is one area took her by surprise with her application for office remodel. The "Role of Review Committee" document was modified with the following: "**Cost Estimation** – the RC will meet with the applicant and assist with securing a reasonable cost estimate for the project prior to submission of the application to the CIPC. This may be with the assistance of outside engineers and/or architects or be based on square footage estimates and documents such as the Carter Goble Lee draft plan. **The RC will also note the "quality of the estimate" for the CIPC.

****The Review Team will also address potential additional ongoing costs associated with each application such as maintenance fees (space rental), operating costs, etc. with the applicant and assure that these costs are included in the application.**"

No official action was taken on this item. The changes will be reviewed at a future meeting and formal approval made at that time.

Approval of Revised CIP Application: The directions that accompany the application need to emphasize the mandatory meeting with the review team. Changes: Page 2, **Cost of the Project:** Calculate how much you think your project would cost. Prior to submitting application, applicant must meet with the review team. Call Glenda @ x3027 for an appointment slot.; **Priority:** If submitting more than one application for your Department, rank each project from least to most important (1 = most important). Include a copy of your department's master plan or other supporting documentation for justification of your project(s).; Page 3 What are the annual recurring costs, if any, associated with this project that you can identify? (Include maintenance, operating, and other ongoing costs associated with this project.); (following the signature line): (REMINDER – A meeting with the Review Team is mandatory before submittal of each application.) and add a box after the signature line for Review Committee Comments.

No official action was taken on this item. The changes will be reviewed at a future meeting and formal approval made at that time.

Approval of 5-year plan document: Request this document from Ed Blackman with an update and approval scheduled on a future meeting agenda.

Setting of FY 2011 Schedule: The September 23rd meeting is rescheduled to September 30th and will hopefully include a tour of the new Detention Center construction. The staff training will be held on October 21st. A complete schedule will be put together and distributed at a future meeting as well.

Other: Mr. Mathers stated that the structural study is almost complete at the Law and Justice Center. An initial verbal report from the contractor stated that the moving of storage to the former Facilities office has relieved a lot of the weight bearing problems and as long as the room is not full of people, people on the floor(s) below this area are not in danger of structure failure.

Commissioner Skinner stated that the [FY 2010] budget is not finalized yet but the Commissioners are anticipating having some new construction money and hopefully they will be able to devote some of that to the master planning of the L&J site. He stated that if this does come to pass he hopes the CIPC will be involved in how that money will be spent. Mr. Mathers stated that the master planning can be done for less than \$500,000 but engineering for the plan will cost more. He stated that he is concerned about the “agendas” of various parties – the District Court judges, the Sheriff and the City. Mr. Mathers stated that the whole process needs to be objective and done in the best interest of the taxpayers and the public. The City wants their own facilities on the campus but it seems that it be more cost effective and provide an enhanced quality of service to the public to have one big building instead of separate facilities. Chairman Weaver questioned whether all of the interested parties should be involved in the beginning, before the planning starts or later in the process. Mr. Mathers stated that the master plan project will have to go through a process of bidding for the service and then the winner of the bid will be given their marching orders to get the job done. He also stated that perhaps a charrette would be a good way to involve everyone initially. Commissioner Skinner stated that the challenge is taking the politics out of the process. He also stated that he doesn't want to give this task to the CIPC and then not go with the recommendation either. Mr. Mathers stated that the overarching driver of this project needs to be what works best for the public and a middle-ground needs to be found.

Chairman Weaver stated that he is going to attend the CJCC retreat on 9/10/09 and his primary agenda is to discuss what the Judges and the CJCC priority for the campus is. He also expressed concern about getting a commitment from the City on their involvement (location on the campus) before we are too far down the road.

The CIPC requested that Lee Provance attend a meeting in the future to discuss how the Road and Bridge projects and priorities can be incorporated into the CIP plan document.

Commissioner Skinner reported that the jail is on schedule and within budget. He noted that they did have one of the pre-cast walls break and learned that there were 4 damaged walls from the same batch. This has been resolved and they have been replaced. The CIPC requested another tour of the construction. This will be arranged for 9/30/09.

Ms. Warren asked for clarification on meeting times and schedule.

The meeting was adjourned at 8:35 AM.